



Introduction



Standard Labor Data Collection and Distribution Application (SLDCADA)

Presented by:

***Naval Acquisition Career Center
Mechanicsburg, PA***



Introduction cont..



SLDCADA interfaces with major payroll/financial systems, such as...

- Defense Civilian Pay System (DCPS)
- Standard Accounting and Reporting System-Field Level (STARS-FL)
- Standard Accounting and Reporting System-Headquarters (STARS-HQ)
- Standard Accounting Budgeting Reporting System (SABRS).



UPDATE MAY 2018



- SLDCADA has been upgraded! V23.10.
- **With this newest version of SLDCADA, sites can process all user access requests directly through SLDCADA**
- Streamlining the steps needed to grant or change user access and perform user verification.

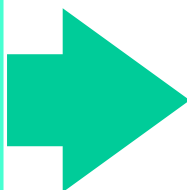


Approval Process

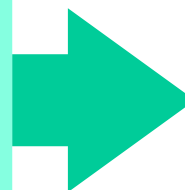


Generate
SLDCADA
Certifier Account

Employee/
Certifier Access
Request



Command SLDCADA
POC
Review/Approval



NACC SLDCADA
Administrator
Review/Approval



Generate SLDCADA Certifier Account



- ***Generate SLDCADA Certifier:***
 - *****Limited Applicability*****
 - New Certifiers
 - Disabled SLDCADA Accounts
(*Blocks at 30 days, Disables at 45, after 45 days the Access Authorization Needs resubmitted)
 - Name Changes
 - New/Reissued CAC (if applicable)



Generate SLDCADA USER: Training (COL)



<https://dfas4dod.dfas.mil/training/>



DFAS Training

Certifying Officer Legislation (COL) Training

[COL Training Overview](#)

Deputy Disbursing Officer (DDO) Examination

[Deputy Disbursing Officer \(DDO\) Examination](#)

DFAS recommends using Google Chrome or Microsoft Edge to view this course.

Relief of Liability/Loss of Funds

[Relief of Liability/Loss of Funds](#)

Information Assurance Officer (IAO) Training

[Information Assurance Officer \(IAO\) Training](#)

Defense Cash Accountability System (DCAS)

[DCAS Training](#)

DFAS Functional and Systems Training Catalog (FASTRAC)

[FASTRAC Overview](#)

WWW.DFAS.MIL/

[PRIVACY](#)

[ACCESSIBILITY](#)

[ASK DFAS](#)

[ADOBE READER](#)

[Webmaster](#)

Last updated: Monday April 30 2018



Generate SLDCADA USER: DD 577 Form



<http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/Payroll.aspx>



Payroll

Below is a list of items that you need for payroll purposes:

- [Direct Deposit Form \(SF 1199A\)](#)
- [Employee's Withholding Allowance Certificate \(W-4\)](#)
- [Employment Verification Information](#)
- [Leave and Earnings Statement Review](#)
- [Leave Recipient](#)
- [Overtime/Compensatory Time Request & Authorization \(NAVCOMPT 2282\)](#)
- [Outside Agency Leave Donor](#)
- [Payroll Guide](#)
- [Reimbursable Overtime and Awards Information Sheet](#)
- [Request for Contractual Procurement \(NAVCOMPT FORM 2275\)](#)
- [Request for Leave or Approved Absence \(OPM 71\)](#)
- [DD 577 Form \(Jul2014\)](#)
- [Within Agency Leave Donor](#)



NACC does not handle benefits. For information regarding benefits visit the [Office of Personnel Management](#) website. Current, up-to-date information and established business processes are available on the [Civilian Benefits Center](#) website.



Generate SLDCADA USER: Command POC



Certifiers Send Certification[s] to Command SLDCADA POC:

- ***Certifying Officer Legislation (COL)***
- ***DD Form 577***

****If you don't know your POC it can be provided today, you can ask command, or contact NACC SLDCADA Administrator****



Generate SLDCADA user: POC notifies Administrator

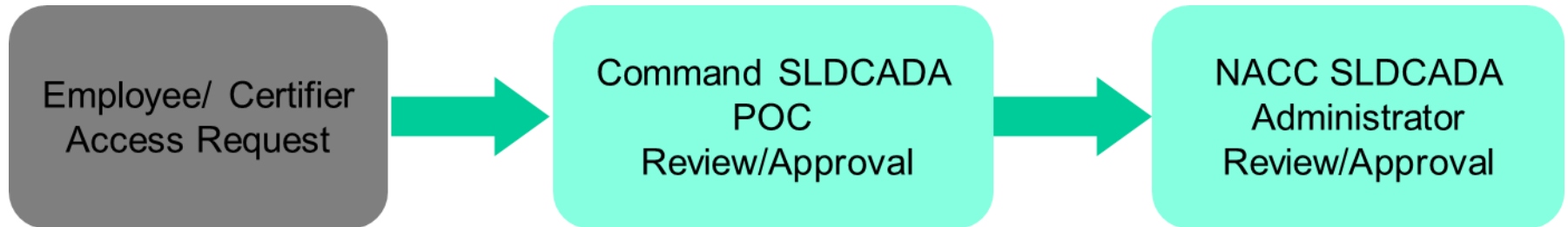


POCs send Updated Spreadsheet to SLDCADA Administrator

	A	B	C	D	E	F	G	H	I	J
1	FOUO-PS									
2	SLDCADA UPDATE SPREADSHEET									
3										
4	COMMAND:		DATE							
5										
6	Position: PC - Primary Certifier		Can only have one Primary Certifier							
7	AC - Alternate Certifier		Can have multiple Alternate Certifiers per group							
8										
9	CERTIFIER UPDATES									
10										
11		Supervisory Assignment / or New ---	Certifier Name	Certifier	Position	Certifier PKI/CAC	Certifier	Certifier	Add / Delete/ Change	
12	Location		Last, First, MI	SSN	PC / AC	Certificate	E-Mail	Phone Number	Comments	
13										
14										
15										
16										
17										
18										
19										
20										



Access Request



Once an account is created a certifiers request is
nearly the same as a new NADP employee.

After you submit your access request, your Command SLDCADA POC will be notified via email and will need to log into SLDCADA to approve.

After Command SLDCADA POC approval, the request will then be reviewed by a NACC SLDCADA Administrator.

You will receive an email notification once your access has been granted



Step 1: Access Request



Log into:

<https://www.sldcada.navy.mil/home>



Login

[Request / Modify SLDCADA Access](#)

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Welcome to SLDCADA

Latest News

SLDCADA has been upgraded! Welcome to V23.10. With this newest version of SLDCADA, sites can process all user access requests directly through SLDCADA, streamlining the steps needed to grant or change user access and perform user verification.

[FAQs about accessing V23.10](#)

Tips and Tricks

Reinstating Employees

Here is a quick reference on how to reinstate an employee that may have been dropped from the SLDCADA Application.

1. Select the most recent pay period from the Control Center where the employee was still active.
2. In the Search Results section, highlight the employee to reinstate.
3. From the menu bar, click **Employee -> Reinstate**.
4. The Employee Reinstate screen will be presented with the following tabs: *Profile*, *Injury Date*, and *Predetermined*.
5. Each of the tabs will be populated with the employee's data.
6. Modify the data in the Profile, Injury Date, and Predetermined tabs as needed.
7. Click the Save button to save your changes.

About SLDCADA

SLDCADA is a time and attendance system developed by SPAWAR PEO-EIS that has been chosen as the Department of the Navy standard. SLDCADA is a web-based time tracking system that serves over 100,000 users worldwide. SLDCADA allows for centralized or distributed input, and provides the capability to track civilian, military, and contractor hours against job order numbers and time hour codes for financial and pay purposes.



Step 2: Access Request



Go to: *My Info* or *Request SLDCADA Access*



Login

[Request / Modify SLDCADA Access](#)

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Step 3: Access Request



Click: Add Request



Login

[Request / Modify SLDCADA Access](#)

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My Info

PKI Certificate Details for [REDACTED]

Verification Results	Issued On	Expires On	Issued By	Country
Certificate is Valid.	31 Jul 2018 00:00:00 GMT	30 Jul 2021 23:59:59 GMT	CN=DOD ID CA-44, OU=PKI, OU=DoD, O=U.S. Government, C=US	US

[Send an e-mail with your PKI CN info](#)

Account Search Results

To request/modify SLDCADA access, select the Add Access Request or Edit Access Request link under the Action column.

Dataset	Account Status	Request Status	Name	Email	Type	Group	UIC	Action
sldn7600	Account Blocked	Granted	[REDACTED]		Civilian	NAVY MC22 NETC MECHANICSBURG (<div><div>Add Access Request</div><div>View Access Request</div><div>Send Unblock Request</div><div>Show POC Details</div></div>

[Find additional datasets where you are an employee](#)

If you don't see the dataset for which you need access, please email us: [SLDCADA Support](#)



Step 4: Access Request



Add: **Contact Information** and **Justification**

Click Submit

Certifier is now complete with request.



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Access Request Details

Doe, John

Civilian for sldn7600

Submit

Return to My Info

Request

Request Status: Pending

Employee Name: Doe, John

Contact Email*:

Contact Phone:

Country Code: US

Requestor Name: Doe, John

Request Date / Time:

Cancel Date / Time:

What do you need to do in SLDCADA?*

Example: I need to enter my time

I need more access to SLDCADA

Access Authorization Information

Name:

Type:

Date / Time:

Remarks:

Access Provision Information

Name:

Type:

Date / Time:

Remarks:



Access Request



Access Authorization
JOHN SMITH

DOD ID : 1234512345 Name: JOHN SMITH 35 of 50 Type : Civilian Email : johnsmith@email.com

Row	Request Status	User ID*	Citizenship Country Code	Contact Email*	Contact Phone
1	Approved	john.p.smith, 1234567890	US	johnsmith@email.com	800-555-1212

Request

By: JOHN SMITH Date: 04/12/2018 1107

☐ Pending ☒ Cancelled Cancelled Date:

Requestor Remarks:*

I need more access to SLDCADA

Approval / Denial

By: JANE SMITH Date: 04/12/2018 1108

☒ Approved ☐ Denied

Approver Remarks:

Grant

By: Date:

☐ Granted ☐ Rejected

Grantor Remarks:

Employee/ Certifier
Access Request

Command SLDCADA
POC
Review/Approval

NACC SLDCADA
Administrator
Review/Approval



POC Access Approval



Employee Access
Request



Command SLDCADA
POC
Review/Approval



NACC SLDCADA
Administrator
Review/Approval



Step 1: POC Approval



<https://www.sldcada.navy.mil>



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Additional information on SLDCADA can be found under [Documentation](#).



Step 2&3: POC Process



Labor ▾ Employee ▾ Reports ▾ Admin ▾ Reference ▾ **Tools ▾** My Tasks ▾ My Admin Tasks ▾ Quick Links ▾ Window ▾ Help ▾ Refresh Exit

Control Center (06/23/2018)

- ✓ My Tasks (Primary Only) - No Pending Tasks
- 🔑 My Admin Tasks - Pending Tasks
- 🔗 Quick Links
- 🔍 Search / Set Selected Date
- 📄 Search Results (06/23/2018)

📁 Employees

- 📁 **Smith, John**

Tools ▾

- Access Authorization**
- Access Request
- Privileged Access Request
- EOY ▶
- Send Email
- User Preferences
- Search
- Hide Control Center
- Show My Tasks Panel
- Show Quick Links Panel
- Show Search Panel
- Hide Search Results Panel

Step 2

Step 3



Step 4&5 POC Process



POC has completed request

Access Authorization
JOHN SMITH

DOD ID: 1234512345 Name: JOHN SMITH Type: Civilian Email: johnsmith@email.com

Row	Request Status	User ID*	Citizenship Country Code	Contact Email*	Contact Phone
1	Approved	john.p.smith.1234567890	US	johnsmith@email.com	800-555-1212

Request
By: JOHN SMITH Date: 04/12/2018 1107
☐ Pending ☒ Cancelled
Requestor Remarks:*
I need more access to SLDCADA

Approval / Denial
By: JANE SMITH Date: 04/12/2018 1108
☒ Approved ☐ Denied
Approver Remarks:
*Supervisor Assignment
I.e.: NAVSEA10; NAVAIR10;
etc.*

Grant
By: Date:
☐ Granted ☐ Rejected
Grantor Remarks:

Employee Access Request

Command SLDCADA
POC
Review/Approval

NACC SLDCADA
Administrator
Review/Approval



Administrator Review



Employee Access
Request



Command SLDCADA
POC
Review/Approval



NACC SLDCADA
Administrator
Review/Approval



SLDCADA POC Process



Access Authorization
JOHN SMITH

DOD ID : 1234512345 Name: JOHN SMITH 35 of 50 Type : Civilian Email : johnsmith@email.com

Row	Request Status	User ID*	Citizenship Country Code	Contact Email*	Contact Phone
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By: JOHN SMITH Date: 04/12/2018 1107
☐ Pending ☐ Cancelled
Cancelled Date:
Requestor Remarks:*
I need more access to SLDCADA

Approval / Denial
By: JANE SMITH Date: 04/12/2018 1108
☒ Approved ☐ Denied
Approver Remarks:
Supervisor Assignment
I.e.: NAVSEA10; NAVAIR10;
etc.

Grant
By: Date:
☐ Granted ☐ Rejected
Grantor Remarks:

Employee Access
Request

Command SLDCADA
POC
Review/Approval

NACC SLDCADA
Administrator
Review/Approval



Problem Resolution



- NADP employees experiencing problems with SLDCADA should first contact their supervisor/certifier.
- If their supervisor/certifier cannot resolve the issue then they should contact the command SLDCADA POC.
- If the command SLDCADA POC cannot resolve the issue, they will contact the NACC SLDCADA Administrator for assistance.



NACC Staff



SLDCADA Administrators:

- Diana Grannison (ASN, CIO, DACM, NAVSEA, IPO, MCORPS, MSC, NAVOCENO, NAVSUP, NCCA, ONR, OPNAV, OPTEVFOR, SPAWAR, SSP)
717-605-6485
diana.grannison@navy.mil
- Brian Jarnagin (NAVSEA, NAVFAC)
717-605-8642
brian.jarnagin@navy.mil
- Linda Helfrich
717-605-2668
linda.helfrich@navy.mil



Using "Help"



The screenshot shows the SLDCADA system interface. At the top, there is a navigation bar with the following items: Labor, Employee, Reports, Admin, Reference, Tools, My Tasks, Quick Links, Window, Help, Refresh, and Exit. A large green arrow points from the top of the slide to the "Help" menu item. The "Help" menu is open, showing a list of options: Help Topics, Email SLDCADA Support, SLDCADA Info, SLDCADA Broadcast, SLDCADA News, SLDCADA Website (highlighted), and About SLDCADA. On the left side of the interface, there is a sidebar with the following sections: Control Center (09/01/2018), My Tasks, and Quick Links. Under the Quick Links section, there are several links: My Time & Attendance (09/01/2018), My Incorrect Hours (09/01/2018), My Leave Requests, My Access Requests, and My Prior Pay Corrections (08/18/2018). In the main content area, there is a yellow banner with the text "IMPORTANT..." and another yellow banner below it with the text "The bypassable warrr...".



Help Index



https://app1.sldcada.navy.mil/ - SLDCADA Help - Internet Explorer provided by DoD

Contents Index Search

Type in the keyword to find:

About Help

Home > About SLDCADA Online Help > About Help

SLDCADA provides an Online Help System, which includes step-by-step procedures and conceptual information, to guide the user through SLDCADA's functionality. Online help can be accessed by selecting **Help > Help Topics** from the Menu Bar.

The Online Help System also offers context-sensitive help; which will open a help file related to the window that the user is on within SLDCADA. Within any SLDCADA window press the F1 key or click the Help icon ? in the upper-right corner of any screen.

Help Menu

Labor Reports Tools Quick Links Help Groups Refresh Exit

Control Center

My Tasks

- Help Topics
- Email SLDCADA Support
- SLDCADA Info
- SLDCADA Broadcast
- SLDCADA News
- SLDCADA Website
- About SLDCADA

9/11/2018



Helpful Information



<https://www.sldcada.navy.mil/home.do>

Unclassified

Navigation Bar

SLDCADA Logo

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[Request / Modify SLDCADA Access](#)

Documentation / SLDCADA Version 23.x

This section contains all manuals and guides regarding SLDCADA usage and functionality.

[Basic Users Guide](#)

Provides instructions for performing basic timekeeping tasks within SLDCADA.

Created Date	11/26/13
Modified Date	06/06/18
Filesize	621 KB

[Basic Supervisors Guide](#)

Provides instructions for performing basic supervisor tasks within SLDCADA.

Created Date	11/13/13
Modified Date	06/06/18
Filesize	837 KB

[Decentralization Guide](#)

Defines the decentralized time and attendance process and implementation instructions.

Created Date	11/26/13
Modified Date	11/26/13
Filesize	667 KB

[SLDCADA Software Version Description \(SVD\)](#)

Describes changes implemented in each version of SLDCADA.

Created Date	07/17/17
Modified Date	05/21/18
Filesize	3,745 KB

[SLDCADA Software User's Manual \(SUM\)](#)

Provides instructions for performing the available SLDCADA functions.

Created Date	05/09/14
Modified Date	06/11/18
Filesize	6,325 KB



Questions??